CalHR DAA E-File Checklist

- ☐ Create Your File
- ☐ Confirm file name is correct: **XXXX_FairContribution_YYYYMM_#.txt**
- ☐ Open your file and confirm that the header is correct
- ☐ Confirm that the layout is correct
- ☐ Confirm that your trailer record is correct
- ☐ Login to the FTP Site and navigate to your inbound folder
- ☐ Upload your file to the FTP inbound folder
- ☐ Check the Inbound Folder after 30 minutes to confirm that your file transferred successfully (if the file is still there, the transfer was unsuccessful)
- ☐ Check the extranet site to confirm that your contribution total are correct
- ☐ Transfer funds to JPMorgan Chase
- ☐ Email CalHR/JPMorgan Chase to confirm the amount transferred per plan type
- ☐ Mail your PST and ARP Admin Fees to CalHR (1515 S Street, North Building, Suite 500, Sacramento, CA 95811)